

ADVANCE PAY CERTIFICATION AND AUTHORIZATION

PART I - PURPOSE

The purpose of an advance of pay incident to a PCS is to provide a service member with funds to meet the extraordinary expenses of a Government-ordered relocation

An advance of pay shall not be authorized for the specific out-of-pocket expenses covered by advances of other pays and entitlements if such advances are used. The service member may be authorized and advance of pay to the extent that incurred or anticipated expenses exceed those covered by the following advances or reimbursements, or are outside of the scope of those entitlements:

- a. Overseas stations housing allowance;
- b. Dislocation allowance;
- c. Service member and/or dependent travel allowances and per diem;
- d. Basic allowance for quarters and/or variable housing allowance;

An advance of pay for a PCS move in the same geographic area of a service member's prior duty station, home port, or place from which ordered to active duty, is only authorized when the service member moves his/her household effects at Government expense. Proof of HHG shipment is required before advance pay for PCS moves in the same geographic area is paid.

An advance of pay is not intended to provide funds for such items as investments, vacations, or the purchase of consumer goods that are not the result of direct expenses resulting from the service member's PCS orders.

PART II - MEMBER CERTIFICATION

PENALTY: The penalty for willfully making a false claim/statement is: A MAXIMUM FINE OF \$10,000.00 OR MAXIMUM IMPRISONMENT OF FIVE YEARS, OR BOTH (U.S. Code, Title 18, Section 287.)

I have read and understand the Navy's policy on advance pay incident to a PCS. I hereby certify that the intended use of these funds is in accordance with the stated purpose.

a. NAME (Last, First, Middle Initial	b. SOCIAL SECURITY NUMBER	c. RANK/RATE
d. SIGNATURE	e. EAOS	f. DATE

PART III - REQUEST

<p>a. I request:</p> <p><input type="checkbox"/> One month advance pay (Part VI must be completed if the member is pay grade E-3 and below).</p> <p><input type="checkbox"/> Two months advance pay (Parts IV and VI must be completed for any pay grade).</p> <p><input type="checkbox"/> Three months advance pay (Parts IV and VI must be completed for any pay grade).</p>	<p>b. I request a repayment schedule (See note 1) of:</p> <p><input type="checkbox"/> 1 - 12 months (Part VI must be completed if the member is pay grade E-3 and below).</p> <p><input type="checkbox"/> 12 - 24 months (Parts IV, V and VI must be completed regardless of pay grade).</p> <p>Note 1: The repayment schedule cannot exceed the member's PRD or EAOS!</p>	<p>c. I request the payment of advance pay to be made:</p> <p><input type="checkbox"/> 1 - 30 days prior to my detachment date or before the 60th day after I report to my ultimate Permanent Duty Station.</p> <p><input type="checkbox"/> 31 - 90 before the date I detach from my Permanent Duty Station (Parts IV and VI must be completed)</p> <p><input type="checkbox"/> 61 - 180 days after arrival and my ultimate Permanent Duty Station (Parts iv and vi must be completed)</p>
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PART IV - CERTIFICATION OF EXPENSES (Attach extra sheets if necessary)

EXPENSE (actual or anticipated)			
a. _____	\$ _____	d. _____	\$ _____
b. _____	\$ _____	e. _____	\$ _____
c. _____	\$ _____	f. _____	\$ _____

EXPLAIN CIRCUMSTANCES WHERE GREATER THAN NORMAL EXPENSES MIGHT BE INCURRED OR CIRCUMSTANCES REQUIRING AN EARLY OR LATE PAYMENT OF ADVANCE PAY.

(Justification must demonstrate that a severe hardship would result for a liquidation period of 12 months.)

a. NUMBER OF DEPENDENTS

b. List outstanding debts that significantly reduce your discretionary pay check:

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

c. Give specifics of your financial situation that might indicate a severe hardship in repaying the advance in the normal 12-month time period.

[illegible]

PART VI - COMMANDING OFFICER APPROVAL/DISAPPROVAL

a. I hereby ☐ approve ☐ disapprove the member's request for:

1. Advance pay in the amount of:

☐ 1 Month

☐ 2 Months

☐ 3 Months

2. With a liquidation/repayment period of:

☐ 12 Months

☐ 24 Months

☐ Other _____ (specify the number of months) Must be repaid by the end of the month prior to the member's EAOS

3. And authorize a payment date:

☐ Within 30 days of detachment date or within 60 days after reporting to the ultimate duty station

☐ 31 - 90 Days before date of detachment

☐ 61 - 180 Days after reporting to the ultimate duty station

b. NAME OF OFFICIAL (Last, First and Middle Initial)

c. RANK

d. TITLE

e. SIGNATURE

f. DATE

PRIVACY ACT STATEMENT

This statement is provided in compliance with the provision of the Privacy Act of 1974 (P.L. 93-579) which requires that Federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts concerning the information requested.

1. Authority. 37 U.S.C. 1006

2. Principal Purpose. To provide information required to legally pay advance of pay for Naval personnel.

3. Routine Use(s). The member provides actual / anticipated expenses and justification for the payment of advance pay. The commanding officer either approves or disapproves the member's request.

4. Mandatory or Voluntary Disclosure. Voluntary. If member does not provide the information, advance pay cannot be paid.